



*Embassy of the United States of America  
Moscow, Russia*

August 13, 2015

To: Prospective Offerors

Subject: Solicitation for Packing and Shipping Services, Questions and Answers

The following questions were asked by the prospective offerors after the Pre-proposal conference on 21 July 2015. Below are the Embassy answers. Please use this information when preparing your proposals.

For your information, the date specified for receipt of offers has been extended. Please refer to Amendment A001 to the solicitation, which will be issued by the U.S. Embassy separately and posted on the FedBizOpps site and the Embassy Internet site.

If you have additional questions, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Stier".

David Stier  
Contracting Officer

No	Question	Answer
1	What are the terms of payment after we provide all closing Russian documents? 30 or 60 days?	Section 2, FAR 52.212-4 (g) (2) includes the Prompt Payment Act, in which the U.S. Government is obliged to process payment of invoices for actually performed services within 30 days, provided the submitted invoices are correct.
2	Our new Russian structure "OOO" is 1.5 years old but our other company "OOO" that we have since 2010 was sold. We changed our company in Moscow and we did some new documents. Is there any problem to take part of your tender? Do we need also to provide all documents from the old company in Russia?	All documentation submitted in support of the proposal must follow the instruction in Section 3, FAR 52.212-1, INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (APR 2014) please note the subparagraph A.1 (3) requires a list of clients over the past 3 years.
3	Could we fill out and/ or tick the necessary pages/ appropriate boxes by ink pen or we have to type?	Both will work. It is important that your fillings are clear and legible in English.
4	There is no dedicated question regarding customs clearance of the HHE/UAB, only motorcycles mentioned. Do we have to include it into destination/ origin services? As per Customs clearance it always includes the terminal handling charges as well.	Please refer to Section 1 - the Schedule, paragraph 3 PRICING. The prices include all expenses and materials required to complete the work.
5	What is the minimum chargeable weight for UAB/HHE?	<p>There is no minimum chargeable weight in this contract; all charges should be calculated based on actual weights.</p> <p>Also please refer to FAR 52.216-19 ORDER LIMITATIONS clause.</p> <p>a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than <b>100 lbs.</b>, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.</p>



No	Question	Answer
6	Who will be responsible for loading/ unloading & fixing the POV in ELSO? Should we arrange it ourselves or it is duties of ELSO staff?	That is the responsibility of ELSO, not the contractor. Also see Attachment 1, paragraph 2 Definitions, ELSO.
7	What units are used for “estimated quantities”?	The Units used for the estimated quantities are identified in Section 1 – The Schedule, paragraphs 3c and 3d under Unit of Measure for each line item.
8	Freight handling – transportation between: Embassy/ELSO, ELSO/Embassy – what “estimated quantities” mean?	Please see Section 1 - the Schedule, paragraph 3 (c) (d) for the base year and 3(d) (d) for the option year for the estimated quantities and unit of measure.
9	Additional Services: Certification of Imported items – is it a charge for the shipment or one piece of art?	It is a charge for one shipment for one customer – regardless of the number of pieces of art. See Attachment 1, Performance Work Statement, paragraph 7.
10	In the event our lift vans have been already fumigated and certified – should the cost of this service be “blank” or “included”	If all your crates used under this contract have been fumigated by your company, than you can put “0” in the price section. If your company shall fumigate new containers built for a specific item under this contract, the cost of this service shall be put in the pricing section.
11	Can we complete blocks 21-24 in SF-1449 as "See our pricing proposal" as complete pricing won't fit outlay of standard form 1449?	Please leave these blocks blank, as there is the statement “see attached” which directs readers to the pricing section of the solicitation.
12	Are THC (terminal handling charges) to be included in CLIN rates?	Please refer to Section 1 - the Schedule, paragraph 3 PRICING. The prices include all expenses and materials required to complete the work.
13	Are CLIN rates to cover services within the geographic area(s) of Moscow, Russian Federation only?	Yes, the services required are expected to be performed within the Moscow city limits, including airports and our residential complex in Rosinka (Angelovo village on Pyatnitskoye shosse). See Attachment 1, Performance Work Statement, paragraph 1.
14	Do we understand correctly that local Russian entities are to complete solely paragraph (h) on page 69 and paragraph (l) (4) on page 71	Please read Section 5 carefully to determine whether certifications and representations listed in this section are applicable. Paragraph (h) on page 69 and paragraph (l) (4) on page 71 must be filled in because they refer to each offeror.

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15	Do we have to include liftvans costs into the packing services rates?	Please refer to Section 1 - the Schedule, paragraph 3 PRICING. The prices include all expenses and materials required to complete the work.
16	For the part - Customs Clearance of Motorcycles - only customs clearance is needed, nothing else?	Yes, customs clearance only, no transportation. Motorcycles are transported as HHE (see Attachment 2, paragraph 6 (f)).
17	Cost of Fumigating the Empty Wooden Container - Suppose it is fumigated liftvan not container? Needed rate is for fumigated liftvan or just for fumigation separately?	It's a service. We request the cost of <b>fumigating</b> of one empty wooden container which is supposed to be sent to the USA. Also see Attachment 2, paragraph 1(c) and (d)  Regarding the cost of packing materials, please see Section 1 – The Schedule, paragraph 3 PRICING.
18	We ask you to provide us with the full description of the services to be included into each service item	Please refer to Section 1 - Schedule, paragraph 3 PRICING.  The rates below shall include all direct and indirect costs, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit. The prices include all expenses and materials required to complete the work.
19	Does surface rates should be with included liftvans or without liftvans?	Please refer to Section 1 - Schedule, paragraph 3 PRICING.